DOCUMENT RESUME

ED 160 111 IR 006 492

AUTHOR	Bernstein, Mae; And Others
TITLE	Action and Interaction: A Secondary Library Media Program.
INSTITUTION	Upper Merion Area School District, King of Prussia, Pa.
PUB DATE	78
NOTE	79p.; Glossary may not reproduce well due to paper color of original
AVAILABLE FROM	Upper Merion Area School District, 435 Crossfield Road, King of Prussia, Pennsylvania 19406 ($7.00)
EDRS PRICE	MF-$0.83 HC-$4.67 Plus Postage.
DESCRIPTORS	Activities; Bibliographies; *Curriculum Guides; Glossaries; Librarians; *Library Instruction; Library Materials; *Library Programs; *Library Skills; Objectives; Records (Forms); *Secondary Schools; Secondary School Teachers

ABSTRACT

This curriculum guide is designed to assist the librarian and classroom teacher in providing a program of essential library skills for all secondary students, and designing learning activities which will reinforce the use of these media skills. The outline is divided into sections on locating materials; using materials; research materials; appreciating materials; and producing materials. Each section contains objective, the action taken by students, and the interaction by teachers to reinforce student actions. A glossary of library terms is included, followed by a bibliography. Appendices include student handbooks, audiovisual services provided by the Upper Merion Pennsylvania School District, area resource centers for teachers, and 22 library forms. (MBR)

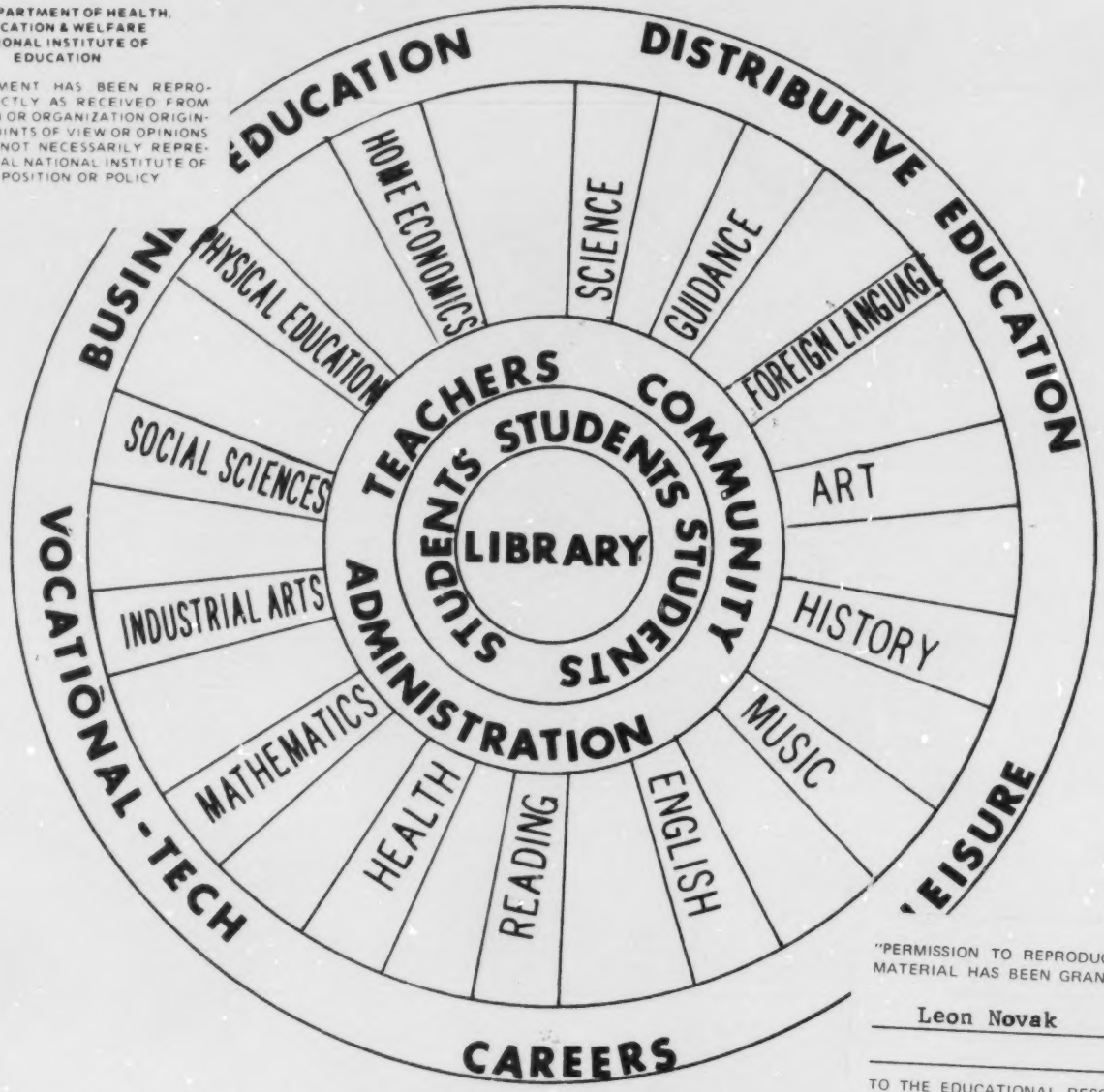
****
* Reproductions supplied by EDRS are the best that can be made *
* from the original document. *
****

ACTION AND INTERACTION

U S DEPARTMENT OF HEALTH, EDUCATION & WELFARE
NATIONAL INSTITUTE OF EDUCATION

THIS DOCUMENT HAS BEEN REPRODUCED EXACTLY AS RECEIVED FROM THE PERSON OR ORGANIZATION ORIGINATING IT. POINTS OF VIEW OR OPINIONS STATED DO NOT NECESSARILY REPRESENT OFFICIAL NATIONAL INSTITUTE OF EDUCATION POSITION OR POLICY

ED160111



"PERMISSION TO REPRODUCE THIS MATERIAL HAS BEEN GRANTED BY

Leon Novak

TO THE EDUCATIONAL RESOURCES INFORMATION CENTER (ERIC) AND USERS OF THE ERIC SYSTEM."

A Secondary Library Media Program

Upper Merion Area School District
King of Prussia, PA, 19406

IR006492

ACTION AND INTERACTION

A SECONDARY LIBRARY MEDIA PROGRAM

Upper Merion Area School District
King of Prussia, Pennsylvania 19406

Copyright 1978

Compiled by:

Mae Bernstein
Mildred Fuller
Catherine Hand
Mercedes McDermott

Dr. Charles A. Scott
Superintendent of Schools

Walter M. Rhoades
Assistant to the Superintendent

Leon F. Novak
Director of AV/Library Services

1978

PHILOSOPHY

Library/media centers are provided in the schools throughout the district to extend and enrich classroom activities by providing multimedia resources of many kinds. We believe that library/media centers are integral parts of the basic instructional program; that teachers are helped to realize their full potential through skillful use of multimedia resources; that students are helped to extend and improve their own interests and competencies; that students are helped to develop reading habits, independent study skills, and positive attitudes toward life.

The objectives of the library/media program are as follows:

1. To make available to every teacher an array of multimedia resources to enrich and extend classroom teaching.

2. To provide continuous and cumulative library/media instruction for students from kindergarten through grade twelve.

3. To involve teachers in the planning of library/media instructional programs.

4. To provide resources, encouragement, and guidance for independent study activities.

5. Through programs developed by teachers and librarians, to provide students with group and individual experiences in literature, visual literacy, sound, color, texture, and form.

6. To assist teachers in obtaining supportive data and media for instructional units to be used in classrooms.

7. To assist students to complete independent or group study assignments.

Instructional Purposes

This curriculum guide has been prepared to assist the professional staff in fulfilling two essential instructional purposes:

1. To serve as a guide for librarians in providing a program of essential skills for all secondary students.

2. To provide a guide for classroom teachers in designing learning activities for students which will reinforce the using of media skills.

INTRODUCTION

A library/media program should support and enrich the philosophy of the school district as well as excite and challenge the faculty and students.

This guide to secondary library media skills has been developed to enable students to share a complete network of print and non-print materials which will support their learning experiences and promote the greatest use of the library media center.

Components of this guide and the emphasis given to each part have been developed to meet the needs and abilities of the students.

The intention of the committee was to expose the students to quality media and to encourage their use as learning tools as well as recreational materials for more worthy and/or satisfying use of leisure time in a changing world.

"Action and Interaction - A Secondary Library Media Program," is only a beginning. Future editions will include suggested activities derived from using the guide.

Evaluation of "Action and Interaction" must be an ongoing process and revision should take place periodically.

CONTENTS

PHILOSOPHY 1

INSTRUCTIONAL PURPOSES 2

INTRODUCTION 3

LIBRARY MEDIA SKILLS OUTLINE 4

GOAL ONE (tan pages)	LOCATE MATERIALS	OBJECTIVE-ORIENT	
		A-STAFF	11
		B-LOCATIONS	12
		C-PROCEDURES	13
GOAL TWO (pink pages)	USE MATERIALS	OBJECTIVE-REVIEW AND EXPAND	
		A-PRINT MATERIALS	14
		B-NON-PRINT MATERIALS	15
GOAL THREE (yellow pages)	RESEARCH MATERIALS	OBJECTIVE-REINFORCE AND EXPAND	
		A-CLASSIFICATION	16
		B-CARD CATALOG	17
		C-REFERENCE TOOLS	18
		D-BIBLIOGRAPHIC FORM	20
		E-COMMUNITY RESOURCES	21
GOAL FOUR (blue pages)	APPRECIATE MATERIALS	OBJECTIVE-EXPAND	
		A-SELECTION	22
		B-EVALUATION	22
		C-ENJOYMENT	22
GOAL FIVE (gold pages)	PRODUCE MATERIALS	OBJECTIVE-CONSTRUCT	
		A-PRINT MATERIALS	23
		B-AUDIO MATERIALS	23
		C-VISUAL MATERIALS	23
		D-AUDIO VISUAL MATERIALS	23

GLOSSARY (green pages) 24

BIBLIOGRAPHY 39

APPENDIX 42
A-STUDENT HANDBOOKS 43
B-SERVICES-AUDIO VISUAL SERVICES FOR UPPER MERION SCHOOL DISTRICT 46
C-RESOURCE CENTERS 48
D-LIBRARY MEDIA FORMS 50

LIBRARY MEDIA SKILLS OUTLINE

KEY
P-PRESENT
R-REVIEW
RE-REINFORCE
E-EXPAND

	GRADES 7	8-9	10	11-12
GOAL ONE LOCATE MATERIALS				
Objective - Orient				
A-Meet Staff	P	R	P	R
B-Identify Locations	P	R	P	R
Charging (Circulation) Desk				
Study Carrels				
Card Catalog				
Reference Area				
Atlases				
Almanacs				
Dictionaries				
Encyclopedias				
Gazetteers				
Etc.				
Fiction				
Non-Fiction				
Periodicals				
Vertical Files				
Professional Areas				
Offices				
C-Learn Circulation Procedures	P	R-E	P	R-E
In Building				
Inter-Library Loans				
School District				
Other				
Public				
College and University				
Private (include Museums, Businesses, Societies, etc.)				
GOAL TWO USE MATERIALS				
Objective - Review and Expand				
A-Print Material	R-E	RE	RE	RE
Parts of a Book				
Cover				
Spine				
Title				
Author				
Call Number				
Volume Number				
Publisher				

LIBRARY MEDIA SKILLS OUTLINE

	GRADES			
	7	8-9	10	11-12
Front Title Sub-Title Author Edition Publisher	R-E	RE	RE	RE
Title Page Title Sub-Title Edition Author (include joint author) Compiler (include joint compiler) Editor (include joint editor) Translator Illustrator Volume Number Publisher Publisher's Address Publication Date				
Title Page Verso Copyright Copyright Date Reprint Date				
Dedication				
Preface				
Introduction				
Table of Contents				
List of Illustration (includes maps, charts, photographs, etc.)				
Text or Body				
Footnotes				
Appendix				
Glossary				
Bibliography				
Index				

LIBRARY MEDIA SKILLS OUTLINE

	GRADES 7	8-9	10	11-12
Back Cover (inside) Book Card Book Pocket Date Due Card	R-E	RE	RE	RE
Other Print Material Parts of a set of books or a serial Examples: The New Encyclopaedia Britannica, 5th Ed c1975 Readers' Guide to Periodical Literature Current Biography	P	R	RE-E	RE-E
Periodicals Magazines Newspapers Examples: King of Prussia Courier New York Times Philadelphia Inquirer Today's Post Serials Examples: Readers' Guide to Periodical Literature Book Review Digest Current Biography Facts on File Almanacs Yearbooks Etc.	RE-E	RE-E	RE-E	RE-E
Pamphlets				
Vertical File				
B-Non-Print Material with Equipment Art Prints Audio Cassette Audio Tape Camera Carousel Cassette Cassette Player Chart Coin Operated Copy Machine Copy Machine Diorama	R	RE	RE	RE

LIBRARY MEDIA SKILLS OUTLINE

	GRADES 7	8-9	10	11-12
Film 8mm/16mm/35mm	R	RE	RE	RE
Film Projector				
Filmloop				
Filmloop Projector				
Filmstrip				
Filmstrip Viewer				
Globe				
Headset				
Kit				
Lamp				
Lens				
Listening Center/Station				
Map				
Microcard				
Microcard Reader				
Microfiche				
Microfiche Reader				
Microfilm				
Microfilm Printer				
Microfilm Reader				
Mock up				
Model				
Object D'Art				
Opaque Projector				
Overhead Projector				
Phonodisc				
Photography				
Poster				
Projector				
Radio				
Realia				
Record (Phonograph)				
Record Player				
Recorder				
Recording				
Reel to Reel Tape				
Screen				
Slide				
Slide Projector				
Slide Viewer				
Sound Filmstrip				
Specimen				
Study Print				
Tape Deck				
Television				
Transparency				
Video Cassette				
Video Tape				

LIBRARY MEDIA SKILLS OUTLINE

	GRADES 7	8-9	10	11-12
GOAL THREE RESEARCH MATERIALS				
Objective - Reinforce and Expand				
A-Classification	R	RE	RE	RE
Call Number (Identify type of material)				
Dewey Decimal System				
Library of Congress System				
B-Card Catalog	R	RE	RE	RE
Author Card (includes Joint Author, Compiler, Editor & Translator)				
Title Card (includes Series)				
Subject Card				
Analytic Card				
Author				
Title				
Subject				
Cross Reference Card				
See				
See Also				
Guide Card				
C-Reference Tools	R-RE-E	R-RE-E	R-RE-E	R-RE-E
Almanacs				
Examples: Bulletin Almanac				
Information Please Almanac				
World Almanac				
Atlases				
Examples: Encyclopaedia Britannica World Atlas				
Hammond's Ambassador World Atlas				
National Geographic Atlas of the World				
Rand McNally New Cosmopolitan World Atlas				
Dictionaries				
Abridged				
Examples: Funk and Wagnalls Standard College Dictionary				
Webster's New Collegiate Dictionary				
The World Book Dictionary				
Unabridged				
Examples: Funk and Wagnalls New Standard Dictionary of the English Language				
Oxford English Dictionary				
Webster's Third New International Dictionary				
Foreign				
Examples: Larousse Modern French/English Dictionary				
New Cassell's German Dictionary				
New Cassell's Russian-English Dictionary				

	GRADES 7	8-9	10	11-12
Geographical	R-RE-E	R-RE-E	R-RE-E	R-RE-E
Examples: The Columbia Lippincott Gazetteer of the World				
Webster's Geographical Dictionary				
Thesaurus				
Example: The Original Roget's Thesaurus of English Words and Phrases				
Encyclopedias				
General				
Examples: Encyclopaedia Britannica				
Encyclopedia Americana				
The World Book Encyclopedia				
Special				
Examples: Encyclopedia of World Art				
Grzimek's Animal Life Encyclopedia				
McGraw Hill Encyclopedia of Science and Technology				
Indexes (Indices)				
Examples: Education Index				
Reader's Guide to Periodical Literature				
Social Sciences and Humanities Index				
Special Subject Area Tools				
Examples: Book Review Digest				
College Blue Book				
Granger's Index to Poetry				
International Library of Negro Life and History				
New Oxford History of Music				
Short Story Index				
D-Bibliographic Form			P	RE-E
E-Other Resources	R-RE-E	R-RE-E	R-RE-E	R-RE-E
Libraries				
Public				
Wolfsohn Memorial Library of Upper Merion Township				
Montgomery County-Norristown Public Library				
State Library of Pennsylvania				
College & University Libraries				
Other				
Other Resources				
Chamber of Commerce				
Freedoms Foundation at Valley Forge				
Historical Society of Montgomery County				
King of Prussia Historical Society				
Montgomery County Court House				
Philadelphia Institutions (too numerous to list)				
Valley Forge National Park				
Etc.				

LIBRARY MEDIA SKILLS OUTLINE

	GRADES 7	8-9	10	11-12
GOAL FOUR APPRECIATE MATERIALS				
Objective - Expand				
A-Select (broaden horizons)	R-RE-E	R-RE-E	R-RE-E	R-RE-E
B-Evaluate (become aware of criteria)				
C-Enjoy				
GOAL FIVE PRODUCE MATERIALS				
Objective - Construct				
A-Print Materials	RE	RE	RE	RE
B-Audio Materials				
C-Visual Materials				
D-Audiovisual Materials				

LIBRARY MEDIA

GOALS AND SKILLS

GOAL ONE - LOCATE MATERIALS

OBJECTIVE - ORIENT

A - Staff

Students will be able to identify members of the library staff by name and position.

Grades 7 & 10-Present--Grades 8-9, 11-12-Review and Reinforce

ACTION	INTERACTION
Students will call librarians and library clerks by name.	Teachers may wish to review the roles of librarians, library clerks, and volunteers.
Students will discuss role of library volunteers, aides, and mothers.	

GOAL ONE - LOCATE MATERIALS

OBJECTIVE - ORIENT

B - Locations

Students will be able to locate Charging (Circulation) Desk; Card Catalog; Study Carrels; Reference Area (Atlases, Almanacs, Dictionaries, Encyclopedias, Gazetteers, etc.); Fiction, Non-Fiction; Periodicals; Vertical File; Professional Area; and Offices.

Grades 7 & 10-Present--Grades 8-9, 11-12-Reinforce

ACTION	INTERACTION
Students will identify specific areas of the library.	Teachers may wish to use a floorplan to reinforce identification of specific areas of the library.

GOAL ONE - LOCATE MATERIALS

OBJECTIVE - ORIENT

C - Library procedures In building Inter-library loan	Students will be able to follow procedures as outlined in the student handbook and be aware of a variety of procedures in other libraries.

Grades 7 & 10-Present--Grades 8-9, 11-12-Reinforce

ACTION	INTERACTION
Students will discuss library procedures as outlined in the current student handbook.	Teachers may wish to further emphasize the library procedures as outlined in the current student handbook.
Students will learn the circulation procedures of the school library.	Teachers may encourage students to borrow library materials and to take care of the materials while being used.
Students will discuss their responsibilities to libraries and to each other.	Teachers may wish to emphasize students' responsibilities toward others by promptly returning all borrowed materials.
Students will become aware of inter-library loan procedures.	Teachers may wish to encourage students to use materials from other libraries after they have used their school libraries.

GOAL TWO - USE MATERIALS

OBJECTIVE - REVIEW AND EXPAND

A - Print materials

Students will be able to identify print materials and their components (parts of a book, periodical, pamphlet, and vertical file.)

Grades 7-9-Review, Reinforce, and Expand--Grades 10-12-Reinforce

ACTION	INTERACTION
Students will define parts of a book or a set of books:	Teachers may wish to review the vocabulary describing the parts of a book by locating the parts in a book.
Appendix Author Bibliography Body Book Book card Book pocket Call number Compiler Copyright Copyright date Cover Date due card Dedication Edition Footnote Frontispiece Glossary Illustrator Index Introduction Joint author Joint compiler Joint editor List of illustrations Preface Publication Publisher Publisher's address Reprint dates Spine Sub-title Table of contents Text Title Title page Title page verso Volume	Teachers may wish to include library terminology in spelling and vocabulary lessons. Teachers may wish to develop lessons in their subject areas which would incorporate use of print materials available. Teachers may wish to encourage students to use pictures, pamphlets, clippings, and maps. Teachers may wish to use the vertical file for information which cannot be found elsewhere.
Students will recognize and use various types of periodicals (magazines, newspapers, serials) and pamphlets.	
Students will use the vertical file.	

OBJECTIVE - REVIEW AND EXPAND

B - Non-print materials with equipment

Students will be able to identify and use non-print materials with appropriate equipment.

Grade 7-Review and Expand--Grades 8-12-Reinforce

ACTION		INTERACTION
Students will define non-print media and the AV equipment used:		Teachers may wish to review the vocabulary describing non-print media.
Art prints	Microfiche reader	Teachers may wish to include non-print terminology in spelling and vocabulary lessons.
Audio cassettes	Microfilm	
Audio tape	Microfilm printer	
Camera	Microfilm reader	
Carousel	Mock up model	Teachers may wish to develop lessons in their subject areas which would incorporate use of non-print media available.
Cassette	Model	
Cassette player	Object d'art	
Chart	Opaque projector	
Coin-op copier	Overhead projector	
Copy machine	Phonodisc	Teachers may wish to encourage students to use non-print media.
Diorama	Photography	
Film	Poster	
8 MM	Projector	
16 MM	Radio	
35 MM	Reader	
self develop	Realia	
Film projector	Record (phonograph)	
Filmloop	Record player	
Filmloop proj.	Recorder	
Filmstrip	Recording	
Filmstrip proj.	Reel-to-reel tape	
Filmstrip viewer	Screen	
Globe	Slide	
Headset	Slide projector	
Kit	Slide viewer	
Lamp	Sound filmstrip	
Lens	Specimen	
Listen ctr. sta.	Tape deck	
Map	Television	
Microcard	Transparency	
Microcard reader	Video cassette	
Microfiche	Video tape	

Students will use non-print media.

GOAL THREE - RESEARCH MATERIALS

OBJECTIVE - REINFORCE AND EXPAND

A - Classification

Students will be able to identify and use the Dewey Decimal System of Classification and be aware of the Library of Congress System of Classification.

Grades 7-12-Review, Present, and Reinforce

ACTION	INTERACTION
Students will understand the concept of a call number and will be able to identify and locate it. Students will identify and use the Dewey Decimal System of Classification to locate materials. Students will identify the Library of Congress System of Classification when they use other libraries.	Teachers may wish to reinforce the concepts of classification through the use of appropriate terminology when making assignments.

OBJECTIVE - REINFORCE AND EXPAND

B - Card Catalog

Students will be able to identify the kinds of cards in the card catalog and use the catalog effectively.

Grades 7-12-Review and Reinforce

ACTION	INTERACTION
Students will identify and use the various kinds of cards in the card catalog: Author card (includes compiler, editor, joint author, etc.) Title card (includes series and sometimes is main entry) Subject card Analytic card Author Title Subject Cross reference See See also Guide card Color banded card Students will learn the arrangement of cards in card catalog. Students will identify color banded cards in card catalog.	Teachers may wish to reinforce the concept of the arrangement of cards in the card catalog by requiring the use of the catalog in order to fulfill assignments. Teachers may wish to emphasize the fact that the card catalog is the key to any organized library media collection and that the librarian is the master key to that collection.

OBJECTIVE - REINFORCE AND EXPAND

C - Reference Tools

Students will be able to select and use appropriate reference materials.

Grades 7-12-Review, Reinforce, and Expand

ACTION	INTERACTION
Students will identify and use the various kinds of reference tools.	Teachers may wish to reinforce the use of the various reference tools by making specific assignments.

Almanacs
- Examples:
  - Bulletin Almanac
  - Information Please Almanac
  - World Almanac

Atlases
- Examples:
  - Encyclopaedia Britannica World Atlas
  - Hammond's Ambassador World Atlas
  - National Geographic Atlas of the World
  - Rand McNally New Cosmopolitan World Atlas

Dictionaries
- Abridged
  - Examples:
    - Funk and Wagnalls Standard College Dictionary
    - Webster's New Collegiate Dictionary
    - The World Book Dictionary
- Unabridged
  - Examples:
    - Funk and Wagnalls New Standard College Dictionary of the English Language
    - Oxford English Dictionary
    - Webster's Third New International Dictionary
- Foreign
  - Examples:
    - Larousse Modern French/English Dictionary
    - New Cassell's German Dictionary
    - New Cassell's Russian-English Dictionary
- Geographical
  - Examples:
    - The Columbia Lippincott Gazetteer of the World
    - Webster's Geographical Dictionary
- Thesaurus
  - Example:
    - The Original Roget's Thesaurus of English Words and Phrases

OBJECTIVE - REINFORCE AND EXPAND (continued...)

C - Reference Tools

ACTION	INTERACTION
Students will identify and use the various kinds of reference tools.	Teachers may wish to reinforce the use of the various reference tools by making specific assignments.

Encyclopedias
- General
  - Examples:
    - Encyclopaedia Britannica
    - Encyclopedia Americana
    - The World Book Encyclopedia
- Special
  - Examples:
    - Encyclopedia of World Art
    - Grzimek's Animal Life Encyclopedia
    - McGraw Hill Encyclopedia of Science and Technology

Indexes (Indices)
- Examples:
  - Education Index
  - Reader's Guide to Periodical Literature
  - Social Sciences and Humanities Index

Special Subject Area Tools
- Examples:
  - Book Review Digest
  - College Blue Book
  - Granger's Index to Poetry
  - International Library of Negro Life and History
  - New Oxford History of Music
  - Short Story Index

GOAL THREE - RESEARCH MATERIALS

OBJECTIVE - REINFORCE AND EXPAND

D - Bibliographic Form	Students will be able to use correct bibliographic form as part of assignments.

Grades 7-12-Present, Review, Reinforce, and Expand

ACTION	INTERACTION
Students will use correct bibliographic form as required in each level of instruction.	Teachers may wish to require correct bibliographic form as part of assignments.

GOAL THREE - RESEARCH MATERIALS

OBJECTIVE - REINFORCE AND EXPAND

E - Community Resources

Students will be able to locate materials through use of community resources.

Grades 7-12-Reinforce and Expand

ACTION	INTERACTION
Students will use such community resources as Wolfsohn Memorial Library and Montgomery County-Norristown Public Library effectively.	Teachers may wish to arrange through the librarian for special cooperation with the community resource people for student and faculty use of available materials.
Students will learn that there are community resources near and far from which the librarian can obtain materials and information for student and faculty use.	Teachers may wish to have the librarian discuss with the students the services of such community resources as the State Library of Pennsylvania, PRISE, RISE, IMS, etc.
Students will learn that the librarian can prepare letters of introduction to librarians in local colleges and universities which allow students to use their facilities.	Teachers may wish to have the librarian locate community resource people to present special interest programs.

GOAL FOUR - APPRECIATE MATERIALS

OBJECTIVE - EXPAND

A - Selection
(broaden horizons)
B - Evaluation
(become aware of criteria)
C - Enjoyment

Students will be able to select; evaluate on their own terms; and enjoy individually both print and non-print materials.

Grades 7-12-Expand

ACTION	INTERACTION
Students will select media which will broaden their cultural horizons.	Teachers may wish to encourage the reading, listening, and viewing of good examples of cultural materials.
Students will evaluate, in their own terms, available media.	Teachers may wish to discuss with students the criteria for selecting and evaluating media.
Students may, or may not, enjoy the media which they have selected.	

GOAL FIVE - PRODUCE MATERIALS

OBJECTIVE - CONSTRUCT

A - Print Materials
B - Audio Materials
C - Visual Materials
D - Audiovisual Materials

Students will be able to construct and produce a variety of print and non-print materials for use in the classroom and beyond.

Grades 7-12-Expand

ACTION

Students will develop materials:

To enrich
To illustrate
To demonstrate
To communicate
To satisfy personal needs

INTERACTION

Teachers may wish to provide opportunity and encouragement for every student to be creative.

GLOSSARY

ABRIDGED DICTIONARY	A shorter condensed reference book in which selected words (of any language) are listed alphabetically and defined.
ALMANAC	A compendium of useful and interesting facts relating to countries, sports, entertainment, etc., published yearly. May also contain calendars for coming year, statistical information, sunrises, sunsets, phases of the moon, etc.
ANALYTIC CARD	The subject card in the card catalog which refers by pages to a part of a book. It may be an author, subject, or title analytic -- depending on the type of material to which it refers.
APPENDIX	Addendum, supplement, continuation; supplementary material at the end of a book, usually of an explanatory, statistical, or bibliographic nature.
ART PRINT	A picture which deals with a specific subject - used to study that subject - usually reproductions of art work only (mounted, unmounted, framed and/or in a portfolio.)
ATLAS	A bound collection of maps.
AUDIO CASSETTE	A magnetic tape with a dull and shiny side, on which sound is recorded. Only the dull side carries the recording. The tape is enclosed in a sealed container which fits into position of the recorder (or player.) Available in lengths for 10,20,30,45,60,90, and 120 minutes.
AUDIO TAPE	A magnetic tape on which sound is recorded and used in classroom instruction directed at sense of hearing.
AUDIOVISUAL MATERIAL	Non-print material designed to teach through the eyes and the ears including materials used to convey meaning without complete dependence on language.
AUTHOR	A person who wrote the book, novel, poem, essay, etc. - the composer of a literary work.

AUTHOR CARD	A card in the card catalog on which the author's name comes first. Usually the basic card from which all other catalog cards are made and often called the main entry card.
BIBLIOGRAPHIC FORM	A style used for alphabetical listing of sources of information about material used in an article, paper, or book. May be divided into different classes to point out types of sources used. The bibliographical entry consists of the author, title, and imprint and every entry will follow the same arrangement. The imprint will contain the place of publication, the publisher, and date.
BIBLIOGRAPHY	A list of books, articles, and documents related to a selected subject which may suggest further readings.
BIOGRAPHICAL DICTIONARY	A book to give information and facts about famous people, arranged alphabetically.
BODY OF BOOK	The main portion of the book.
BOOK POCKET	A paper pocket pasted in the book to hold the book card or date due card (usually in back of book.)
CALL NUMBER	Numbers and/or letters which designate the type of material and the classification of it - used on all materials and appearing on the upper left corner of all catalog cards.
CARD CATALOG	An alphabetical file of cards which serves as an index to the materials in the library.
CAROUSEL	A circular frame used to file and store slides. Can be attached to a projector for viewing of the slides.
CARREL	An individual study station (desk-table) designed to minimize distraction and to facilitate independent study or reading.

CASSETTES	Magnetic tape having a dull and shiny side on which sound is recorded, enclosed in a sealed container which fits into position on the recorder, thus eliminating necessity for manual threading. Cassettes are available in various time lengths (10,20,30,45, 60,90, and 120 minutes.) To play the second track or side, the cassette is flipped over.
CATALOG CARD	Any card in the card catalog - may be an author, title, or subject card, depending on what is on the first line of the card.
CHARGING DESK (CIRCULATION DESK)	A place (counter) where the record of the loan of materials is made, materials are checked in, circulation records are kept. It usually has trays for holding the cards while materials are circulating.
CHART	A sheet or surface representation which, in list, picture, table or diagram form, provides information quickly and simply; a visual summary showing processes or relationships.
CIRCULATION CARD	Card used to represent the materials which have been borrowed from the library. Kept in the charging desk file. When the materials are in the library, the cards are in the attached pocket (which shows same information as the card.)
CIRCULATION PROCEDURES	System used for borrowing and returning of materials by the students and faculty - this will include time of circulation, method of signing out materials, routines used for special collections.
CLIPPINGS	Materials cut out and gathered from newspapers, magazines, advertisements, discarded items and kept in a special file. This adds to and goes beyond the book and audiovisual collection with items that supplement and enrich special subjects, up-date current events, holidays, local history, and current biographical material. Such material is frequently mounted on heavy cardboard, dated, and kept in a vertical file.

COLOR BANDED CARDS	Cards used in the card catalog which indicate different media by a color code and/or symbols to quickly identify resources.
COMMUNITY RESOURCES	A list or file of contacts outside the school which extend educational experiences for the students. This lists people available for demonstrations or talks, places for field trips, and additional resources available to the school.
COMPILER	The person who collects and puts together selections or works of various authors or one who chooses and combines into one work selections or quotations from one author.
COPY MACHINE	Equipment used to duplicate or reproduce printed matter.
COPYRIGHT	An exclusive right, granted by law for a certain number of years, to control publication and sale and reproduction of literary, musical, or artistic work.
COPYRIGHT DATE	The date on which the material received its copyright from the Library of Congress and was listed there. (This is recorded in the book or on the A.V. materials.) This protects the right of ownership.
CROSS REFERENCE	A "see" or "see also" card or reference note which guides the user to additional or related subject headings for more information.
DATE DUE CARD	The card which is placed in the borrowed material and shows when the material should be returned to the library.
DEDICATION	A brief statement by the author of a book which shows esteem, regard, or gratitude for someone who was somehow connected with the writing of the book.
DEWEY DECIMAL SYSTEM	A system of classification used in most school and public libraries. It divides all knowledge into 10 main classes which, in turn, are sub-divided to provide number designations for a wide variety of subjects. This scheme was named after and worked out by Melvil Dewey.

DICTIONARY	A book containing words of a language, usually arranged alphabetically, giving information about their meanings, pronunciations, etymologies, etc.
DIORAMA	A 3-dimensional miniature scene made with figures, objects, and background, to create an illusion of reality.
EDITION	One of a series of printings of the same publication, each issued at a different time and differing by changes or additions or form - enlarged edition, anniversary edition, single volume edition, etc.
EDITOR	Person having the managerial (sometimes policy making) responsibility for part of a publishing firm or person who directs collection, correction, and preparation or publication of specific material not his own.
EIGHT MM FILM	Silent or sound films available in loops or in reel to reel packaging. a. with large sprocket holes and optional sound track b. with reduced size sprocket hole which permits an increase in picture area c. super sound 8 where sound track, magnetic or optical, is placed opposite to that used with standard 8
ENCYCLOPEDIA (ENCYCLOPAEDIA)	A book, or set of books, containing articles on various topics, usually in alphabetical arrangement, covering all branches of knowledge or, if a special subject encyclopedia, all aspects of one subject.
FICTION	Imaginative, invented, or made-up book or story.
FILM LOOP	A continuous 8mm film in a cartridge (see 8mm film.)
FILM LOOP PROJECTOR	Equipment for projecting 8mm film (Ex. Technical proj. 1000.)
FILM PROJECTOR	Equipment for using 16mm film, generally for group presentation (film may be black & white or color) (silent or with sound track.) With rear projection equipment, individual viewing is possible for independent study.

FILMSTRIP	A strip of film that presents a sequence of related still pictures for projection. In case of silent filmstrips, printed captions often appear beneath each picture (frame) to assist in communicating the ideas. Sound filmstrip is also available with records or cassettes. These are usually synchronized with filmstrip by an audible (cue) signaling to advance to the next frame.
FILMSTRIP PROJECTOR	Equipment used for showing filmstrips generally to a group and picture is enlarged and projected on a screen.
FILMSTRIP VIEWER	Equipment used generally on an individual basis for looking at filmstrips - may be silent or sound, with device for playing of record or cassette.
FOOTNOTE	An explanatory note or comment at the bottom of the page, end of chapter, or end of book referring to a specific part of the text correlated by numbers.
GAME	A set of materials providing instruction and testing of skills while motivating the learner thru play and sometimes competition.
GAZETTEER	A geographical dictionary, which lists place names (countries, cities, and towns, lakes, rivers, mountains, etc.) in alphabetical order. Pronunciation of each name is also given. Brief descriptions and identification are given.
GEOGRAPHICAL DICTIONARY	An alphabetical listing of places with pertinent geographical facts.
GLOBE	A sphere on which a map of the earth (or parts) is drawn. It may be mounted on a cradle, permanently installed or removable. Principle types are: a. political - showing boundaries b. physical - emphasizing land and ocean formation c. slate outlined with a surface for easy marking/erasure Other types are relief globes, celestial globes, transparent globes, moon globes, etc.

GLOSSARY	Vocabulary in alphabetical order explaining terms used in the text. Particularly useful in books using scientific or foreign terms. Like a small dictionary for that particular book.
GUIDE CARD	A projecting labeled card in the catalog which helps to locate information in the catalog drawer faster.
HEADSET	A listening device consisting of earphones and a headband to be used for individual listening.
ILLUSTRATOR	Artist who creates pictorial materials intended for elucidation or adornment of a book, magazine, article, etc.
INDEX	Alphabetical listing of all main subjects such as names, places, events, facts - giving exact pages where they can be found. This list is usually located at the back of the book.
INTER-LIBRARY LOAN	An arrangement among libraries by which materials can be requested, borrowed, and shared as needed.
INTRODUCTION	An opening statement which explains purpose and use of the book and precedes table of contents.
JOINT AUTHOR	A person who collaborates with one or more associates to produce a work in which the contribution of each is not separable for the works of the others.
KIT	A learning package of three or more types of materials. A collection of several types of materials giving information or instruction on a subject or on related subjects.
LAMP	The electric bulb in projectors which illuminate the audio visual materials being shown.
LIBRARY AIDE	Usually, a non-professional volunteer who assists in the library with a variety of tasks.

LIBRARY CLERK	The person employed to assist the librarian by performing clerical duties which are necessary to the efficient operation of the library.
LISTENING CENTER	A device to which several people can attach earphones and hear an audio presentation at the same time.
MAIN ENTRY CARD	The basic catalog card, usually the author card, giving all the information necessary to the complete identification of a work. Will also list all the other headings under which the work is entered in the catalog.
MAPS	A representation, usually on a flat surface, of part or all the surface of the earth, or of some heavenly body, indicating a special group of features. May be a physical map (terrain, nautical, planets, land masses); a political map (countries or government areas); a special purpose map (population, vegetation, historical, economic, literary, current news, etc.) - or a combination of these.
MEDIA	Printed and/or audiovisual forms of communication and their accompanying technology.
MICROCARD	A sensitized opaque card, ususally 3 x 5, containing several pages of a printed publication photographically reproduced from 16mm microfilm by contact printing. Can be filed in the standard library card catalog.
MICROCARD READER	Equipment for enlarging and projecting on to a screen the microcard so that the material can be read.
MICROFICHE	A sheet of film (3x5 or 4x6) having many pages of original printed material reduced. Can be put in envelopes and stored in file.
MICROFICHE READER	Equipment for enlarging and projecting the microfiche on its screen so that a viewer may comfortably read the pages of material.
MICROFILM	A roll of film (usually 35mm in 100' rolls), each frame presenting in proper order material from an original text - stored on a reel and packaged. The miniature reproduction may then be kept in specially designed filing cabinets.

MICROFILM READER (AND READER-PRINTER)	Equipment for enlarging and projecting microfilm (reel-to-reel or microfiche by interchanging a part) so that the viewer may select reading material. A reader-printer can reproduce again on 8½ x 11 sheets an enlargement of the miniature material selected for reproduction.
MOCK-UP	An operable imitation of a real device or process whose essential elements may be rearranged, condensed or enlarged for specific training or analysis by the learner.
MODEL	A three-dimensional representation of a real thing, made in exact size or on a smaller or larger scale. It may or may not be operational, an exact or simplified reproduction of the original.
NON-FICTION	Literature that is fact and reality - all true information - including biography, history and geography, reference, "how-to-do-it" books.
NON-PRINT MEDIA	A full range of audio visual materials used in communication.
OPAQUE PROJECTOR	Equipment which will project on a screen an enlarged picture of still materials.
OVERHEAD PROJECTOR	Equipment used for showing enlargements of transparencies on a screen.
OBJECT D'ART	Any work of art, a masterwork, a classic, or a museum piece worthy as a conversation piece because of its merit artistically.
PAMPHLET	Paperbound publications with information that, generally, cannot be found easily in books. May be acquired by sending to companies and agencies such as government offices, chambers of commerce, private mfg. companies, railroad, steamship, or airline companies, telephone companies, publishing houses, travel bureaus, organizations such as Red Cross, Health Ass'ns., A.A.A., etc. Many are attractive, informative, and free (or inexpensive.) May also be acquired by subscribing to a pamphlet service. Pamphlets are usually kept in the vertical file with clippings and pictures.

PERIODICAL	Another name for a magazine or newspaper published at regular recurring intervals.
PHONODISC	Same as record. May be monophonic or stereophonic - most commonly used is the 33 1/3 rpm record. Other words for phonodisc may be record, disc, recording, audiodisc, or phonorecord. A disc on which sound has been recorded.
POSTER	Display material used to illuminate or advertise an idea, to supplement study, to give directions. May be purchased or made.
PREFACE	Foreword, introduction or preface may be used interchangeably. (See introduction.)
PROJECTOR	Equipment used to enlarge and project print materials (still or motion.)
PUBLICATION DATE	The year the material was printed. In a book this appears at the bottom of the title page with publisher. It indicates when this particular book was printed and may be later than the copyright date.
PUBLISHER	The person or firm undertaking the responsibility for issue, printing, distribution, and sale of books or other materials.
RADIO	Equipment for receiving broadcasts.
REALIA	Real objects used to relate instruction and surroundings to life.
READER'S GUIDE TO PERIODICAL LITERATURE	Index to certain magazines. Lists important articles and stories which have appeared in nearly 150 publications. It is arranged in alphabetical order by subject, by title, and sometimes by author. It is issued twice a month except July and August, when it appears once a month. At the end of a year, the issues are combined into a hard cover annual volume.
READER-PRINTER	Equipment which enlarges microforms for viewing, and which is equipped to reproduce the micorforms into an enlarged copy.
RECORD	See phonodisc.

RECORD PLAYER	Equipment used for playback of a record.
RECORDER	Machine (or equipment) which will capture on tape or disc that which is projected. There are many kinds of recording devices. Those most frequently associated with libraries are the cassette recorder, the reel-to-reel tape recorder, and audiotape recorder.
REFERENCE AREA	A special place where all reference books are kept together. Books in this area are usually marked with R or REF so that they would not be shelved with the regular collection in the library.
REFERENCE BOOK	Books used for particular research information. They are generally not meant to be read from cover to cover but are consulted to find facts on a given subject.
REPRINT DATE	A new publication date which occurs when a book has been "sold out", and then printed again (under the same copyright and with exactly the same contents.)
SCREEN	A specially prepared, light-reflecting surface on which motion pictures, slides, filmstrips, etc., may be projected.
"SEE" AND "SEE ALSO" REFERENCE	See cross reference.
SERIAL	A publication issued in successive parts, at regular intervals and, as a rule, intended to be continued indefinitely. Serials include periodicals, annuals, (reports, yearbooks.)
SERIES	A number of separate works, usually related to one another in subject or otherwise, issued in succession, normally by the same publisher and in uniform style with a collective title. There are three kinds of series: author, subject, and publisher. The title usually appears at the head of the title page, on the half-title page, or on the cover.
16MM FILM	Motion picture film (silent or sound.) May be purchased, rented, or obtained on free loan.

SLIDE

A single picture on film or transparent material bound or mounted(masked) to a 2x2 or 2¼x2¼ or 3½x3½ frame for viewing through a slide viewer or projector.

SLIDE PROJECTOR

Equipment for viewing slides. Wide range of styles available. Can be hand operated, cartridge fed, or remote control models.

SPECIMEN

Part or sample of any real object. May be single or in sets - kept in container, box, or packaged, whichever is best for storing while not in use.

SPINE

That part of the cover of a book which conceals the sewed or bound edge. It faces the reader as the book stands on the shelf. It usually has the title and author's name on it. The library would add subject identification (such as Dewey call number) when the book is to become part of the library collection.

STAFF

People who work in the library - including librarians, student aides, volunteers, and library clerks.

STUDY PRINT

Pictures dealing with a particular subject. They are usually in a set portraying different aspects and/or development of a subject, and sometimes have pertinent related information on the back. They may be black and white or colored.

SUBJECT CARD

Catalog card with the subject on the top line, printed or typed in all capital letters. In some libraries the subject line is typed in red and tells what the book is about.

SUB-TITLE

A part of the title, following the main title and separated by a colon or semi-colon or printed directly beneath the title. It is added to give a better idea of the scope of the book.

TABLE OF CONTENTS

A topical outline of the material covered (included) in the book, usually arranged in the order of chapters and giving the page on which each chapter begins. It is found at the beginning of the book.

TAPE	Magnetic tape which has a dull side and a shiny side, on which sound is recorded. Only the dull side carries the recording. Tapes are available in several formats: open reel tapes, cassette tapes, and cartridge or loop tapes.
TAPE DECK	Machine used for reproduction and playing of tapes for listening.
TEXT	The body of the book. In a fiction book it is where the story is told. In a non-fiction book it is where information on the subject of the book is given.
THESAURUS	A comprehensive reference book of synonyms, antonyms, and associated expressions for words and phrases - grouped and classified by ideas.
TITLE	The distinguishing name of a written, printed, or filmed production.
TITLE CARD	A catalog card with the title on the top line.
TITLE PAGE	The page near the front of the book on which is given the author, title, edition if other than the first, publisher with place of publication and date, and the series if the book belongs to one.
TRANSPARENCY	An image on transparent material which can be enlarged through the use of an overhead projector - usually 10 x 10 (mounted or unmounted.) It may be made with one or more overlays, which are additional transparent sheets with lettering or other matter designed to fit over the base transparency in order to supplement the base information and/or show conceptual relationships. There are motion transparencies which increase and broaden a concept, which can also be produced. Transparencies may also be found within pages of a book, with overlays, for the same purpose as above.

UNABRIDGED DICTIONARY	A complete dictionary, giving all known (English) words and including names and foreign phrases. Will give spelling, part of speech, division into syllables, meanings, pronunciation, (etymology.) May have some pictures or illustrations. An abridged is shorter, has fewer words, less complete, and a smaller book in size.
VERSO	The reverse of the title page - it shows copyright date, or dates, and very often has cataloging information for the book.
VERTICAL FILE	Cabinet in which is stored various types of material such as pamphlets, clippings, pictures, free and inexpensive material, etc. May be arranged in Dewey order or alphabetically by subject. Particularly useful for current topics, items of local interest, special events, supplements to the book and AV collection.
VIDEO TAPE	A magnetic tape which records both sound and picture from a televised source for playback. Pre-recorded tapes may be purchased.
YEARBOOK	A book puslished each year to give updated information either statistical or as a directory. Will include main facts and/or events of the year usually on a worldwide scale. Includes many "hard-to-find" facts. Ex. - World Almanac, Statesman's Yearbook, Statistical Abstracts of the U.S., and the annual extended publications of encyclopedias which review and highlight events and progress of a year.

BIBLIOGRAPHY

B I B L I O G R A P H Y

American Library Association/ A.E.C.T., Media Programs; District and School Chicago, Illinois, A.L.A., 1975.

American Library Association/ N.E.A., Standards for School Media Programs. Chicago, Illinois, A.L.A., 1970.

Berkeley Unified School District, Learning Library Skills, Berkeley, 1967.

Cook, Margaret G., The New Library Key, 3rd ed. New York, Wilson, 1975.

Dangle, Lorraine F. and Haussman, Alice M., Preparing the Research Paper, 3rd ed. New York, College Entrance Publications, 1963.

Davies, Ruth Ann, The School Library Media Center: A Force for Educational Excellence, New York, Bowker, 1974.

Greater Latrobe School District, Course of Study, Learning Resources Center, Latrobe, Pa., Greater Latrobe School District, 1976.

Lickert, Judith Ann, Library Service to Special Education Students, Coraopolis, Pa., Western Hills School, 1975.

Markman, Roberta H. and Marie L. Waddell, 10 Steps in Writing the Research Paper, rev. ed. Woodbury, N.Y., Barron's Educational Series, Inc., 1971.

Nickel, Mildred L., Steps to Service: A Handbook of Procedures for the School Library Media Center, Chicago, A.L.A., 1975.

Palette, Nancy, Developing Methods of Inquiry, Metuchen, N.J., Scarecrow Press, 1973.

Parker, William Riley, Comp., M L A Style Sheet, rev. ed. New York, Modern Language Association of America, 1951.

Pittman, Shirley A., Ed., The Pennsylvania Guide for School Library Media Specialists, Pittsburgh Pennsylvania School Librarians Association, 1975.

Plymouth Whitemarsh School District, The School Library, Plymouth Whitemarsh, Pa., Plymouth Whitemarsh School District.

Radnor Township School District, Library - Media Center Handbook, Wayne, Pa., Radnor Township School District, 1973.

R.I.S.E., Rise Bibliography on Teaching Library Skills, K-12, King of Prussia, Pa., RISE, 1975.

Rossoff, Martin, The Library in High School Teaching, 2nd ed. New York, Wilson, 1961.

Schwarz, Edith; Morris, William; and Opatow, David, Instructional Program for Library/Media Centers, Elkins Park, Pa., School District of Cheltenham Township, 1974.

Turabian, Kate L., A Manual for Writers of Term Papers, Theses, and Dissertations, 4th ed. Chicago, University of Chicago Press, 1973.

West Seneca Central School System Library Media Specialists, Curriculum Guide for the Library Media Center, West Seneca, New York, 1970.

Wilson, H. W. Co., How to use the "Readers' Guide to Periodical Literature." New York, Wilson, 1976.

MAGAZINE ARTICLES

Case, Robert. "Who Should Do What in the Media Center", Wilson Library Bulletin, May 1971, pp 852-855

Oak Park Public Schools District. "A Graded Program for Library Instruction and Activities", Oak Park Public Schools District 97, Illinois, pp 1-11

Polk, Dr. T. T. "A Survey: Franklin Regional School District. The Junior High School Curriculum", under the direction of Richard W. DeRemer. Graduate Student School Survey Seminar University of Pittsburgh, 1968. pp 35-36. 45.

MICROFICHE

Oklahoma Curriculum Improvement Commission. Guide for Teaching of Library Skills Grades K-12, Oklahoma City, Oklahoma Curriculum Improvement, 1969. ED 045 158

Schwarz, Edith, Instructional Programs for Library Media Center Library Skills K-12, Elkins Park, Pa., School District of Cheltenham Township, 1974. RC 0149

Sulphur Springs Independent School District, Guide for Development of Library Skills in the Sulphur Springs Independent School District, Sulphur Springs, Texas, 1972. ED 066 176

APPENDIX

A - STUDENT HANDBOOKS

B - SERVICES: AUDIO-VISUAL SERVICES FOR THE UPPER MERION SCHOOL DISTRICT

C - RESOURCE CENTERS

D - LIBRARY MEDIA FORMS

UPPER MERION AREA SENIOR HIGH SCHOOL

King of Prussia, Pennsylvania 19406

VIKING HANDBOOK

For Faculty, Students, and Parents

1977-1978

LIBRARY SERVICES

A. Hours:

Monday - Thursday	7:30 a.m. to 3:15 p.m.
Friday	7:30 a.m. to 2:25 p.m.

B. Library Privileges

Study Hall -
Students obtain "LIBRARY RESEARCH PERMIT" from any subject teacher. After roll is taken in a study hall the "permit" may be presented to the study hall teacher for permission to go to the library.
a. Enter through "C" entrance
b. Present "PERMIT" to librarian
c. Sign in
d. Remain for the ENTIRE PERIOD

Classroom -
Obtain "LIBRARY RESEARCH PERMIT" from classroom teacher. Remain in library for the entire period unless the permit is marked "TO RETURN."

Lunch Period -
The same rules aprly as for attendance during a study hall.

Independent Study -
A special monthly pass for Reference and Research is available from the Librarian for a student who has signed an official contract for independent study on an approved subject. This pass may be used whenever the student needs to use the library during usual open hours.

The Student
a. Takes the Independent Study Library Research Permit to the Librarian's desk.
b. Places the permit in properly labeled box.
c. Sign the sheet entitled "Students in Independent Study."
d. Takes a seat at one of the tables reserved for independent study.

Before and After School -
No permits are required.

UPPER MERION AREA JUNIOR HIGH SCHOOL
KING OF PRUSSIA, PENNSYLVANIA
1977-78
STUDENT HANDBOOK

THE LIBRARIES — BLUE AND GOLD

Our libraries have an execellent collection of books and audio-visual materials. Although teachers will often provide time and motive for using the libraries during the school day, students are encouraged to seek guidance from the library staff whenever needed. They are always available and happy to assist.

Blue Library

MRS. M. FULLER

00's	General Works
100's	Philosophy
400's	English, Grammar
700's	Fine Arts
800's	Literature, Drama, Poetry

FICTION
PROFESSIONAL
LIBRARY

Reference Materials and Magazines in each of the above classes.

Gold Library

MRS. M. BERNSTEIN

00's	General Works
200's	Religions
300's	Social Sciences, Gov't.
500's	Science
600's	Useful Arts, Cookery, Medicine
900's	History and Geography

Readers Guide to Periodical Literature, Current Biography and Magazines and reference in each of the above classes.

Student use of the library is subject to the following regulations:

1. Library hours are from 8:10 A.M. to 4:00 P.M. Monday, Tuesday, Wednesday and Thursday; from 8:10 A.M. to 3:00 P.M. on Friday.
2. Students may use the library before school, during homeroom, during study periods and after school.
3. Students who wish to come to either library during the day must report to class or to the study hall first to receive permission. Students MUST HAVE A PASS ISSUED BY A SUBJECT TEACHER to be excused to the library. Study hall teachers will staple the subject teacher's pass to one copy of the two-part form and list the student's name in duplicate on that form. The librarian will sign and return to the study teacher one copy of this list. The second copy is kept in the library files.
4. Students are to come prepared for work with paper, pencil/pen, notebook and assignment. They must be prepared to use library resources and use them properly with due consideration for others.
5. Students are to enter and leave the library by the door that is near the circulation desk. The door which is at the other end of the library has a sign indicating that it is an EMERGENCY EXIT and is to be used only for that purpose.

6. Students are requested not to chew gum in the libraries. Gum is not only a furniture maintenance problem, but it is also damaging to books if disposed of improperly.

7. All students in the school are entitled to borrow books — except those whose privileges are restricted because of administrative action.

8. No book may be taken from the library without being checked out at the desk.

9. All books circulate for a period of two weeks except
   a) pure reference books (encyclopedias, dictionaries, atlases, almanacs, etc.) which must be used only in the library.

   b) reserved books — those which have been set aside by teachers for special use by their classes. Reserved books may be borrowed for overnight at the end of the day and must be returned the following day before the beginning of the first class.

   Books may be renewed as frequently as needed, as long as no one else has requested them.

10. There are no fines for overdue books. Overdue notices are sent up to three times. After the third notice, letters are sent home. We assume, by that time, that the book has been lost. The cost of the book is included obligation. Students who have overdue books may not borrow another book until the obligation is met.

11. All lost and damaged books must be paid for. If a lost book has been paid for and is found, the money is refunded.

12. A student who is absent the day his book becomes due should return or renew it on the first day he returns to school.

13. All books to be returned can be left at the circulation desk or dropped through the book slot in the hall outside the library.

14. Magazines (current or back issues) cannot be taken from the Gold Library because they are constantly being used as reference materials. There are back issues of certain magazines which are allowed to circulate from the Blue Library.

15. Records, filmstrips, filmloops, cassettes, transparencies, etc. may be used in the library by the students. They can be signed out only to teachers.

16. Every student will have a library card with a number, which he gets at the beginning of the school year in seventh grade. The BLUE LIBRARY handles all library card transactions. A student should notify the BLUE LIBRARY immediately if his card is lost. A new card costs 50¢.

17. STUDENTS ARE CAUTIONED TO REFRAIN FROM LENDING LIBRARY CARDS TO OTHER STUDENTS. THE PERSON WHOSE NUMBER APPEARS LAST ON THE BOOK CARD IS RESPONSIBLE FOR RETURNING THE BOOK OR PAYING FOR THE BOOK IF IT IS LOST.

AUDIO-VISUAL/LIBRARY SERVICES
for the
UPPER MERION AREA SCHOOL DISTRICT

DIRECT SERVICES:

1. PRODUCTION OF:
   - A. 2"x2" Slides
   - B. Filmstrips
   - C. Overhead Transparencies
   - D. Picture Prints
   - E. Video (ITV) Programs

2. REPRODUCTION OF:
   - A. Audio Duplication:
     - (1) Records to Tape
     - (2) Reel Tape to Cassette Tape
     - (3) High Speed Cassette to Cassette
   - B. Video Duplication:
     - (1) Off-the Air Broadcasts
     - (2) 16mm Films and Slides
     - (3) 1/2" or 1" Reel to 3/4" Cassette Tape
   - C. Any Kind of Print Material to:
     - (1) Multiple Paper Copies (Xerox Process)
     - (2) Transparencies
     - (3) Ditto or Mimeo Masters
   - D. 2"x2" Slides
   - E. 2"x2" Slides into Filmstrip Format

3. GRAPHIC ARTIST

4. OVERHEAD TRANSPARENCY AND AUDIO CASSETTE TAPE LIBRARIES

5. PICTURE MOUNTING AND/OR LAMINATION

6. *COORDINATION OF BUILDING LIBRARIANS FOR MONTCO I.M.S. ACTIVITIES*
   A. Free 16mm Film Library
   B. Free Vocational Media Materials Library
   C. Media Materials and Equipment Expositions
   D. Inservice Education Workshops
   E. Photographic Equipment Free Loan
   F. Repair of A-V Equipment

7. A-V AND PHOTOGRAPHIC EQUIPMENT LOAN

8. ACQUISITION OF MEDIA FOR PREVIEW AND EVALUATION

9. INTERLIBRARY LOANS

10. COORDINATION OF SERVICES THROUGH R.I.S.E. AND P.R.I.S.E./R.R.C.

11. INSTRUCTION AND WORKSHOPS IN MEDIA PRODUCTION AND INSTRUCTIONAL METHODS--CREDIT AVAILABLE THROUGH P.D.E. OR PENN STATE UNIV.

INDIRECT SERVICES:

1. PROCESSING ORDERS FOR ALL PRINT AND NON-PRINT MEDIA MATERIALS

2. CENTRALIZED (UNION) CATALOG OF INSTRUCTIONAL MATERIALS

ADDITIONAL RESOURCE CENTERS FOR TEACHERS

(All hours may be subject to change)

Eastern Area Branch, Regional Library Media Resource Center
Horn School
Frankford & Castor Avenues
Philadelphia, Pa. 19123 (Take Trenton Local from 30th St. to Frankford Junction)

Telephone: 535-0545

Hours: 9:30 a.m. - 5:00 p.m. daily

RISE (Research and Information Services for Education)
198 Allendale Road (3rd floor)
King of Prussia, Pa. 19406

Telephone: 265-6056

Hours: 9:00 a.m. - 4:30 p.m. weekdays
10:00 a.m. - 1:00 p.m. 1st & 3rd Saturdays (Sept. - May)
Other by appointment

R.R.C. (Regional Resources Center for Special Education)
1013 West Ninth Avenue
King of Prussia, Pa. 19406

Telephone: 265-7321

Hours: 8:30 a.m. - 5:30 p.m. weekdays

Wolfsohn Memorial Library of Upper Merion Township
Town Center Road
King of Prussia, Pa. 19406

Telephone: 265-4805 Adult Services
265-4806 Children's Services

Hours: 10:00 a.m. - 9:00 p.m. Monday - Thursday
10:00 a.m. - 6:00 p.m. Friday
10:00 a.m. - 5:00 p.m. Saturday
1:00 p.m. - 4:00 p.m. Sunday afternoons (October - May)

ADDITIONAL RESOURCE CENTERS FOR TEACHERS

(All hours may be subject to change)

Montgomery County - Norristown Public Library
Powell & Swede Streets
Norristown, Pa. 19401

Telephone: 277-3355

Hours: 9:00 a.m. - 9:00 p.m. Monday - Friday (Adult)
9:00 a.m. - 5:00 p.m. Saturday (Adult)
9:00 a.m. - 5:00 p.m. Monday - Saturday (Children's)

Instructional Materials Service
400 Penn Street
Lansdale, Pa. 19446

Contact must be made through building librarian

Intermediate Office Unit no. 23
6198 Butler Pike
Blue Bell, Pa. 19422

Telephone: 643-7600

Hours: 8:30 a.m. - 4:15 p.m. weekdays

NOTE: This is not an all inclusive list.
The librarian may be able to make further contact to secure materials which may require payment of a fee.

APPENDIX - D

LIBRARY FORMS

LIBRARY FORMS

1. Inter-library loans or reserve requests
2. Library materials request
3. Film for subject teachers
4. Certificate of mailing
5. Request for free film
6. Overdue notices
7. Library notice
8. Library sign in sheet
9. Library permit
10. Hall pass - senior high
11. Hall pass - junior high
12. Periodical request - senior high
13. Periodical request - junior high
14. Order card form
15. Order card - junior high teacher orders
16. Library research permit
17. Independent study research permit
18. Routing
19. Reserve book
20. Overdue notice - junior high
21. Magazine request - junior high
22. Overdue letter - junior high

INTER-LIBRARY LOANS OR RESERVE REQUESTS

If teachers need additional materials, they may wish to use the inter-library loan and reserve form.

CALL NO.	UPPER MERION AREA SCHOOLS INTER-LIBRARY LOAN OR RESERVE REQUEST
	Date of request:

Write as much information as possible here

AUTHOR

TITLE

OR
SUBJECT

Wanted by:

YOUR
NAME

ROOM NUMBER | SCHOOL | B BR CL CB G R S J/B J/G SR

CUT-OFF DATE | SEARCH RECORD

DATE NOTIFIED | BY

For library use

Form #1108

LIBRARY MATERIALS REQUEST

IMS film requests are to be submitted monthly. Deliveries are made once a week to the librarian who distributes these films to the subject teacher.

Montgomery County Intermediate Unit
INSTRUCTIONAL MATERIALS SERVICES
400 Penn Street — Lansdale, Pa.
LIBRARY MATERIALS REQUEST

Not Available ☐

No.	Title	Will be shown _____ times
Date Wanted	Teacher	
Alternate Date	School Code / School Name	
MUST BE RETURNED _____	**Please Check One:** If film is not available on Date Wanted or Alternate Date: ☐ Send any time earlier in booking period ☐ Send any time later in booking period ☐ Cancel request	
	Sent _____ Returned _____	

Audio-Visual Library Services Department

UPPER MERION AREA SCHOOL DISTRICT

A.V. SERVICES REQUEST

EQUIPMENT LOAN ☐ PICKUP ☐ MAIL ☐	TYPE EQUIPMENT	ACCESSORIES
AUDIO TAPE LIBRARY ☐ PICKUP ☐ MAIL ☐	AUDIO TAPE NO.	
A.V. SUPPLY REQUEST ☐ PICKUP ☐ MAIL ☐	SPECIFY ITEM(S)	
TRANSPARENCY LIBRARY LOAN ☐ PICKUP ☐ MAIL ☐	TRANSP. NO'S.	
DATE REQUESTED / DATE REQUIRED	NAME	SCHOOL
AV. OFFICE USE ONLY: DATE REQUEST FILLED:	COMMENT:	
DATE MATERIAL RETURNED	EQUIPMENT SERIAL NO.	REQUEST COPY

STANDARD BUSINESS FORMS & SYSTEMS CO

FILMS FOR SUBJECT TEACHERS

The Senior High School librarian will attach this form to the film when it is sent to teachers.

UPPER MERION AREA SENIOR HIGH SCHOOL
KING OF PRUSSIA, PA. 19406

THE LIBRARY

Miss
Mr.
Mrs._____this film record, Date:_____

_____
must be returned to the library by_____A.M.,P.M.,
on_____

Catherine F. Hand
Educational Media Services

P.S. If a "Certificate of Mailing" is attached to the film case, it is important that it remain there.

Form #1106

APPENDIX - D

CERTIFICATE OF MAILING

A certificate of mailing form is attached to film case of those films received other than IMS source. This advises teachers of return date.

U.S. POSTAL SERVICE
CERTIFICATE OF MAILING

Received From:

_____

_____

_____

Affix 5¢ in postage and postmark.

One piece of ordinary mail addressed to:

_____

_____

_____

MAY BE USED FOR DOMESTIC AND INTERNATIONAL MAIL, DOES NOT PROVIDE FOR INSURANCE. – POSTMASTER

PS FORM 3817
MAY 1971

☆ GPO:1971—O-426-905

APPENDIX - D

REQUEST FOR FREE FILM

This request form is used by the junior high librarian when free film is ordered.

UPPER MERION AREA SCHOOL DISTRICT

KING OF PRUSSIA, PA. 19406

DATE:

FILM LIBRARY:

SHIP TO:

FILM TITLE	FILM NO.	DATES REQUESTED	
		SHOW DATE	ALTERNATE DATE

PLEASE SEND CONFIRMATION TO:

Thank You.

OVERDUE NOTICES

Overdue notice form is sent to students as a reminder that there is material due.

A REMINDER

AUTHOR	TITLE	DATE DUE

Please return the following overdue book(s)

Form #5-25

LIBRARY NOTICES

Library notice is sent to student or teacher and checked in appropriate column.

LIBRARY NOTICE

Room

Name Date

Please come to the library about the following:

_____

_____

_____

- ☐ Now ready for your use
- ☐ Needed in the library
- ☐ Reserved by you but not called for
- ☐ Now overdue ☐ On which there is a fine of_____

_____ Librarian

GAYLORD 107 PRINTED IN U.S.A.

APPENDIX - D

LIBRARY SIGN IN SHEET

Library sign in sheet is used in the senior high school library for students who come immediately to library at the beginning of the period.

STUDENTS IN THE LIBRARY

Teacher_____ Date_____

Room No._____ Mod_____

	NAME	GRADE
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		
13.		
14.		
15.		
16.		
17.		
18.		

APPENDIX - D

(BLUE) (GOLD) LIBRARY PERMIT

Note: Signed subject permits should be attached to carbon copy.

_____
(Teacher's signature)

Date _____ Time _____

Study or classroom # _____ Period ____

_____

List of students' names:

1. _____
2. _____
3. _____
4. _____
5. _____
6. _____
7. _____
8. _____
9. _____
10. _____
11. _____
12. _____

****

NOTE: Study hall teacher will list the students names on this form only, prepared in duplicate. The Signed original will be returned to the study hall (or classroom) teacher with the student messenger.

****

Form #809 (2/73) rev. 9/75

LIBRARY PERMIT

This form is used when several students wish to use the junior high school library/media center at the same time and from the same study hall or class.

HALL PASS

The Hall Pass is used in the senior high school.

PERMISSION SLIP

Date _____ 19____

_____ has permission

to go to _____ Time _____

Signature of teacher _____

The above named pupil conferred with me and left at

(time) _____

Signature of teacher _____

FORM #5-4

HALL PASS

UPPER MERION JUNIOR HIGH SCHOOL
HALL PASS

Student _____ Room _____

Teacher _____ Time Left _____ Return _____
Teacher

Date _____

To			
Room	____	Room	____
Asst. Principal	____	Asst. Principal	____
Cafetorium	____	Cafetorium	____
Central Adm.	____	Central Adm.	____
Early Dismissal	____	Early Dismissal	____
Elementary School	____	Elementary School	____
General Office	____	General Office	____
Grade Office	____	Grade Office	____
Guidance	____	Guidance	____
Gym	____	Gym	____
Lavatory	____	Lavatory	____
Library	____	Library	____
Nurse	____	Nurse	____
Planetarium	____	Planetarium	____
Pool	____	Pool	____
Principal	____	Principal	____
Secretary	____	Secretary	____
Senior High	____	Senior High	____
Trip	____	Trip	____
Other	____	Other	____

Form #5-20

PERIODICAL REQUEST

The periodical request form is used in the senior high school by the student and/or teacher when current research materials are needed.

PERIODICAL REQUEST

Name_____

Date_____Period_____

Title and date of periodical

_____

_____

_____

_____

_____

_____

_____

_____

_____

Form #1107

PERIODICAL REQUEST

The request form is used in the junior high school by the student and/or teacher when current research materials are needed.

PERIODICAL REQUEST

TITLE OF ARTICLE_____

_____

AUTHOR OR ARTICLE_____

_____

VOL. # & PAGING_____

NAME OF MAGAZINE_____

DATE OF MAGAZINE_____
(month & year)

_____

NOTES_____

_____

STUDENT'S NAME_____

#805

APPENDIX - D

ORDER CARD

Class No.	Author (surname first)		Date requested	
Accession No.	Title			
No. of copies ordered	SBN			
Date ordered	Publisher and Place		Year	List Price
Dealer	Edition or series	Volumes	No. of Copies	
Date received	Requested by		Dept. for which Recommended	
Cost	Reviewed in			
L. C. card No.	Approved by		Fund Charged	

GAYLORD 101-0 PRINTED IN U.S.A.

APPENDIX - D

TEACHER ORDERS

The order forms are used by the teachers in the junior high school for ordering materials to be purchased by the library.

Below are illustrations of both forms.

AV MATERIAL - LIBRARY

TITLE: (If title is part of set, name set also)

_____

_____

TYPE: _____

CATALOG #_____PRICE_____

Publisher or Producer_____

Requested by_____Date_____

Selected from_____

BOOKS - LIBRARY

AUTHOR:_____

TITLE:_____

_____

No. of copies_____ Price_____

Requested by_____

Reviewed in (or selected from)_____

Date ordered_____

LIBRARY RESEARCH PERMIT

The library research permit is used by the senior high school teachers requiring students to do research.

UPPER MERION AREA SENIOR HIGH SCHOOL
KING OF PRUSSIA, PA. 19406

LIBRARY RESEARCH PERMIT

STUDENT NAME_____SUBJECT_____

RESEARCH TOPIC_____

TEACHER REQUIRING RESEARCH_____

DATES OF RESEARCH_____TO_____

STUDY HALL TEACHER_____ROOM_____PD._____

THIS PERMIT GOOD ONLY ON ABOVE DATES AND MUST BE GIVEN TO LIBRARIAN AT DESK ON EACH VISIT.
#306

APPENDIX - D

INDEPENDENT STUDY RESEARCH PERMIT

The Independent Study Research Permit Form is used by the senior high school student.

UPPER MERION AREA SENIOR HIGH SCHOOL
KING OF PRUSSIA, PA. 19406
INDEPENDENT STUDY LIBRARY RESEARCH PERMIT

STUDENT_____GRADE_____

SUBJECT_____

TEACHER_____

DATES VALID_____TO_____

THIS PERMIT VALID ONLY ON ABOVE DATES AND MUST BE TURNED IN WHEN INDEPENDENT STUDY SHEET IS SIGNED.

APPENDIX - D

ROUTING

This form is used when routing materials to teachers.

UPPER MERION AREA SENIOR HIGH SCHOOL
KING OF PRUSSIA, PA. 19406

MEMO FROM THE LIBRARY

TO: DATE

FROM: Catherine F. Hand

RE: Sharing of Library Materials

When you have finished with this material please cross off your name and send the material back to the Library.

RESERVE BOOK

This reserve book is NOT transferable and must NOT be taken from the library except when charged out for overnight use.

You are responsible for the return of this book.

DATE	NAME		

GAYLORD 139

RESERVE BOOK

The Reserve Book Form is used when a student wishes to have a book kept on reserve until he/she returns with their library card. The Reserve Book Form is also used by teachers when a book or materials is to be kept aside for use by students who will be studying on an independent basis.

APPENDIX - D

OVERDUE NOTICES

The overdue notice is sent to the Grade Principals in the junior high school.

DATE:

TO:

FROM:

STUDENT'S NAME H.R.# TEACHER

THIS STUDENT HAS FAILED TO RESPOND
TO TWO PREVIOUS OVERDUE NOTICES.
THE THIRD IS GOING OUT TODAY.

DATE DUE:

COST:

TITLE:

MAGAZINE REQUEST

The magazine request form is used by study hall teacher when magazines are used for a period. The form is used in the junior high school.

MAGAZINE REQUEST Date_____

Study Hall #_____ **Period**_____

Magazine requested for period only:

Number	Title

APPENDIX - D

OVERDUE LETTER

UPPER MERION JUNIOR HIGH SCHOOL LIBRARIES

_____

Dear _____

According to our records _____
has an overdue book(s) as follows:

Due

Several notices have been sent, so we must assume at this time that the book(s) has been lost. See attached notice, a copy of which has been sent to the grade principal.

The cost of the book(s) is _____ *and there is a lost book fee of 25¢ per book.*

Should there be any question about this, please call 265-1500, Extension 244. We have no fines for overdue books but when a book is lost, we do ask to have it paid for. If the book is found, either by the student or the library, the cost of the book will be refunded minus the 25¢ fee.

Most sincerely,

Librarian

Printing and Graphic Layout by the Upper Merion Area School District Printing Department.